



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: JPS-P-0021-25	RFP, BID, QUOTE OR RENEWAL #: 338737 v5	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$338,174.12
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 04/15/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$338,174.12
	CURRENT TERM TOTAL COST: \$338,174.12	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Heartland Business Systems	VENDOR #: 30498	DEPT: DuPage Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Mike Carroll	VENDOR CONTACT PHONE: 608-444-7994	DEPT CONTACT PHONE #: 630-405-2071	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: mcarroll@hbs.net	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
<p>DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). The DuPage County Sheriff's Office's aged door access control and intercom system need to be replaced to improve security. The current manufacturer told us that control boards are no longer made to lock and unlock the doors via key cards and will be supported in the next software release. We were also told we could no longer get parts for the intercom system. The Sheriff's Office looked at the options to solve this issue. The company the Sheriff's office uses to update our aged camera system also supports access control and intercom. Putting everything under one vendor helps with support and imagination. With the items being under one vendor, the security systems tie into one another. This provides better security. The system can also remotely lock doors if the building needs to lock down. The current system is complicated to use. The new system also works with new technology for locks. This will provide us with the capability to have access control on the door at a cheaper cost than installing the traditional way. They are on the TIPS Contract 220105</p> <p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished If the control board stops working, the doors controlled by that card will stop working. This will provide security issues. Going to one vendor for all building security will offer better support and integration with the systems. For example, we have an intercom outside of the lobby that auto-renews to DuCOMM for help, and you can tie surrounding cameras to see the overview. If allowed, they could remotely unlock the door.</p>			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. We currently have their camera systems, which integrate into that system and add more capability to our building security. They are on the TIPS contract, and the install personnel have been security-cleared.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). If we go with another company, the system will be unable to integrate. If we stay status quo, we risk the building becoming insecure.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Heartland Business Systems	Vendor#: 30498	Dept: DuPage County Sheriff's Office	Division: Civil Department
Attn: Mike Carroll	Email: mcarroll@hbs.net	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 5400 Patton Drive Suite 4B	City: Lisle	Address: 501 N County Farm RD	City: Wheaton
State: IL	Zip: 60532	State: IL	Zip: 60187
Phone: 608-444-7994	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Heartland Business Systems	Vendor#: 30498	Dept: DuPage County Sheriff's Office	Division: IT Department
Attn: Mike Carroll	Email: mcarroll@hbs.net	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: 5400 Patton Drive Suite 4B	City: Lisle	Address: 501 N County Farm RD	City: Wheaton
State: IL	Zip: 60532	State: IL	Zip: 60187
Phone: 608-444-7994	Fax:	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 29, 2025	Contract End Date (PO25): Apr 28, 2028

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	9	EA		IP Door Controller - 4 Door 1 - Aux	FY25	1000	4404	54100		1,316.34	11,847.06
2	9	EA		IP Door Controller Accessory - Battery - 12VDC - 4AH	FY25	1000	4404	54100		94.39	849.51
3	5	EA		IP Door Controller - 16 Door - 2 Aux	FY25	1000	4404	54100		3,877.32	19,386.60
4	5	EA		IP Door Controller Accessory - Battery - 12VDC - 18AH	FY25	1000	4404	54100		511.46	2,557.30
5	92	EA		Card Reader - Wall Mount - OSDP	FY25	1000	4404	54100		255.37	23,494.04
6	3	EA		IP I/O Controller - Verkada - 16 input & output	FY25	1000	4404	54100		1,170.00	3,510.00
7	6	EA		Video Door Intercom - Verkada - 2-Way Audio - 1-Way Video	FY25	1000	4404	54100		1,316.34	7,898.04
8	1	EA		Video Door Intercom - Verkada - 2-Way Audio - 1-Way Video - Keypad	FY25	1000	4404	54100		1,462.68	1,462.68
9	3	EA		Video Door Intercom - Verkada - 2-Way Audio - 1-Way Video - Mullion Mount	FY25	1000	4404	54100		1,096.83	3,290.49
10	2	EA		Vdieo Door Intercom Accessory - Verkada - Conduit and Gooseneck Pedestal	FY25	1000	4404	54100		291.95	583.90
11	5	EA		Vdieo Door Intercom Accessory - Verkada - Trim Plate	FY25	1000	4404	54100		72.44	362.20
12	2	EA		Intercom Accessory - Steel Housing - 12in Square	FY25	1000	4404	54100		310.79	621.58
13	2	EA		Intercom Accessory - Pedestal - Gooseneck - 42in.	FY25	1000	4404	54100		302.93	605.86
14	6	EA		Power Supply - Altronix - 10A - 12 or 24VDC - FAI	FY25	1000	4404	54100		401.16	2,406.96
15	6	EA		Power Supply Line Cord - 6ft.	FY25	1000	4404	54100		6.10	36.60
16	12	EA		Power Supply Battery - 12VDC - 7AH	FY25	1000	4404	54100		33.35	400.20
17	8	EA		Magnetic Lock - 12/24VDC - Stainless Steel - Built-in Door Position Switch	FY25	1000	4404	54100		401.15	3,209.20
18	8	EA		Magnetic Lock Accessory - Aluminum Spacer Bracket - Black	FY25	1000	4404	54100		48.44	387.52
19	8	EA		Magnetic Lock Accessory - Offset Strike Plate	FY25	1000	4404	54100		116.74	933.92
20	20	EA		Door Position Switch - Surface Mount - Wide Gap - Terminal Connection - Black	FY25	1000	4404	54100		5.61	112.20
21	6	EA		Request to Exit - Passive IR - Grey - Pigtail	FY25	1000	4404	54100		81.28	487.68
22	2	EA		Cable - Plenum - Composite - 22-3P Overall Shield - 18/4 - 22/2 - 22/4 - Yellow - 1000ft.	FY25	1000	4404	54100		1,069.39	2,138.78
23	4	EA		Cable - Plenum - 22/6 Overall Shield - White - 1000ft	FY25	1000	4404	54100		257.09	1,028.36
24	4	EA		Cable - Plenum - 18/2 - White - 1000ft.	FY25	1000	4404	54100		158.64	634.56
25	2	EA		Cable - Plenum - CAT6 - Yellow - 1000ft.	FY25	1000	4404	54100		394.56	789.12
26	12	EA		Data Jack - Insert - Yellow	FY25	1000	4404	54100		8.78	105.36

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
27	6	EA		Uniprise Category 6 U/UTP Patch Cord, RJ45 to RJ45, 4-pair, yellow jacket, 1 foot	FY25	1000	4404	54100		9.13	54.78
28	6	EA		Uniprise Category 6 U/UTP Patch Cord, RJ45 to RJ45, 4-pair, yellow jacket, 15 feet	FY25	1000	4404	54100		15.82	94.92
29	14	EA		Uniprise Category 6 U/UTP Patch Cord, RJ45 to RJ45, 4-pair, yellow jacket, 25 fee	FY25	1000	4404	54100		20.61	288.54
30	1	EA		Miscellaneous Expenses	FY25	1000	4404	54100		5,500.00	5,500.00
31	1	EA		Fixed Fee Project	FY25	1000	4404	54100		147,606.25	147,606.25
32	1	EA		Cabling & Physical Security Subcontractor - Locksmith	FY25	1000	4404	54100		40,272.73	40,272.73
33	1	EA		Estimated shipping	FY25	1000	4404	54100		2,394.00	2,394.00
34	95	EA		License-Door-3 Year	FY25	1000	4404	54107		438.29	41,637.55
35	3	EA		License-I/O Controller-Vekrada-3 Year	FY25	1000	4404	54107		1,901.71	5,705.13
36	10	EA		License-Video Door Intercom-Verkada-3 Year	FY25	1000	4404	54107		548.05	5,480.50
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 338,174.12

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.